# Process for 'Impact of the Person' Actions

OHCM receives "Impact of the Person" actions after OUM and management approval.

OHCM requests justification packages from Orgs. on individuals to be evaluated. (see Note 1)

OHCM reviews and makes initial classification determination on submitted packages. (see Note 2)

**Does the classification determination support promotion?**

YES → OHCM notifies org. and processes promotion action

NO → OHCM categorizes remaining cases by technical area. Panel is formed to provide additional subject matter guidance to OHCM on supportability of classification. (see Note 3)

Panels are held and evaluation reports are developed.

**Does the classification determination support promotion?**

YES → OHCM notifies org. and processes promotion action

NO → OHCM informs the Org. of the decision along with details on the appeal process in case the employee wants a formal review of the classification decision.

OD is notified of all classification and promotion determination actions.
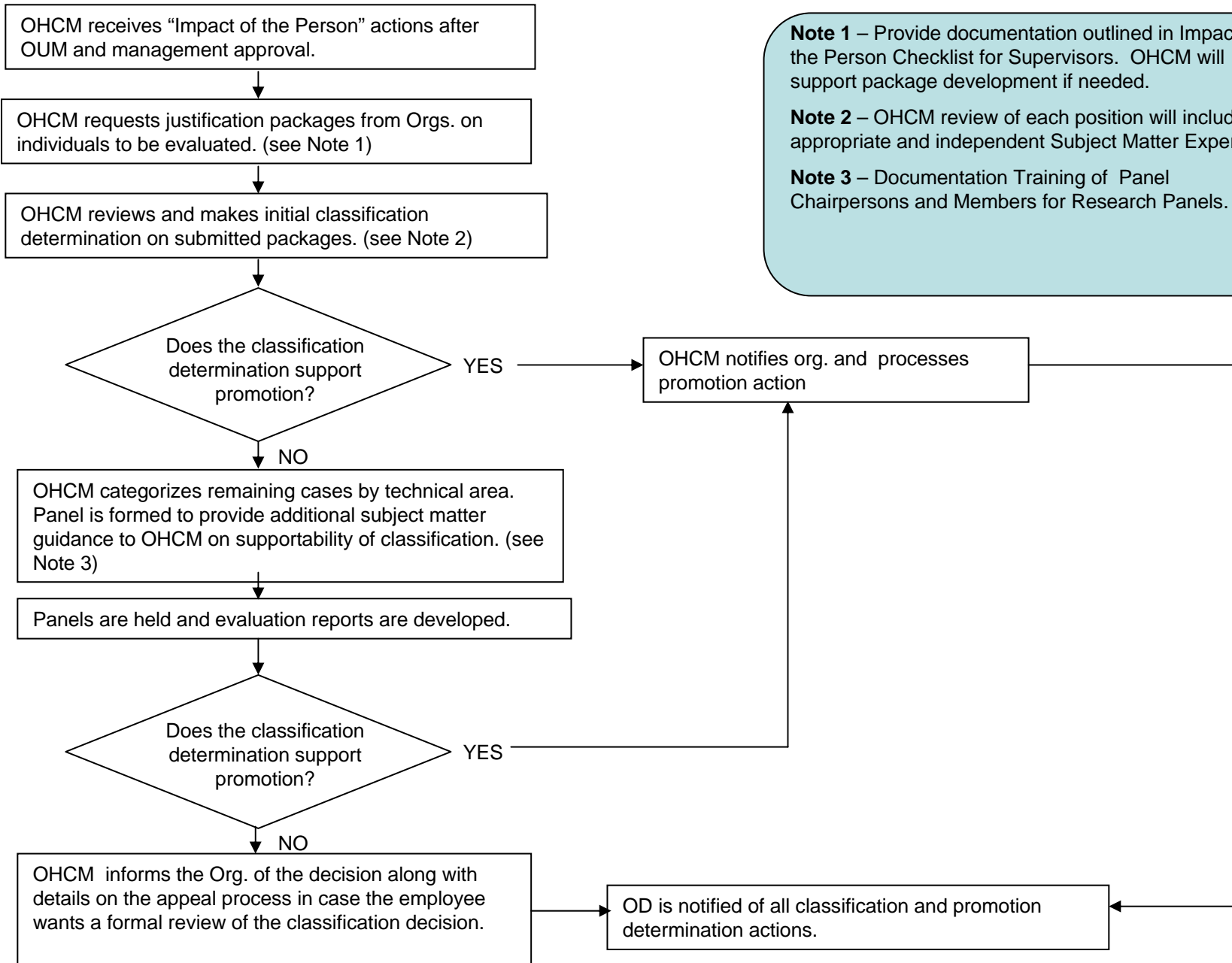
**Note 1** – Provide documentation outlined in Impact of the Person Checklist for Supervisors. OHCM will support package development if needed.

**Note 2** – OHCM review of each position will include an appropriate and independent Subject Matter Expert.

**Note 3** – Documentation Training of Panel Chairpersons and Members for Research Panels.